



Gloucestershire

***Human Resources
Policies and Procedures***

**Guidance to Managers and Staff on the
reimbursement of Travel Claims**

Appendix 1- Travel Claim Form

Appendix 2- Excess Travel Claim Form

1 Jan 2009

Travel Claims

Introduction

This briefing note has been drafted to support managers and staff and to ensure that mileage claims are completed accurately and that staff are reimbursed for travel in accordance with their Terms and Conditions of Employment.

The Trust has agreed that all staff will now be reimbursed in accordance with the NHS Terms and Conditions Handbook. This document is provided as guidance and nothing contained in this document should be seen as overriding the handbook.

These rates take effect from 1 January 2009

All previous individual or local agreements or operational arrangements are now void. If managers or staff are unclear on any point please contact the HR Department.

Lease Cars

A separate policy is in place for staff who make use of the Lease Car provision and reference should be made to that document prior to submitting any claim for reimbursement. The triangulation examples given below can also be used for lease car drivers to calculate the payable mileage but this will then be reimbursed at the Lease Car mileage rate

Engine Capacity	Up to 1400cc	Over 1400cc	Amendment
Petrol	11.0p	14.0p	Table updated 1 Dec 2009
Diesel	11.0p	11.0p	
LPG	7.0p	8.0	

Public Transport Rate

This rate is payable where travel by public transport would be the most appropriate form of transport. Staff are free to travel in their own vehicle but will only be reimbursed at the Public transport rate (PTR).

Public transport rate also applies to attendance at work outside of normal working hours, attendance at training events e.g. Courses, Conferences, induction etc; and excess travel arising out of a required change of base.

PTR is currently 24p per mile

Regular User Allowances

Some staff, will be identified by managers as 'Regular Car Users' due to their mileage profile. This is determined from the following provisions:

- travel an average of more than 3,500 miles a year
- or
- travel an average of at least 1,250 miles a year and necessarily use their car for work an average of three times per week
- or

- spend an average of at least 50% of their time on such travel (including the duties performed during visits)
- or
- travel an average of at least 1,000 miles a year and spend an average of at least four days a week on such travel.

Mileage profiles will be reviewed at the end of each financial year to confirm whether the regular user allowance is still appropriate or during the course of a year on any change of contract.

Managers will be required to make a provisional assessment of the likely mileage profile for new staff to determine whether or not they would qualify under the regular user arrangements

Regular User Allowances are currently

Engine Capacity	Up to 1000cc	1001 to 1500cc	Over 1500cc
Lump Sum (pa)	£508	£626	£760
Up to 9,000 miles	29.7p	36.9p	44.0p
thereafter	17.8p	20.1p	22.6p

Standard Mileage Rates

Employees who use their own vehicle for official work related journeys and do not qualify as regular users shall be reimbursed using the standard mileage rates.

Cars

Engine Capacity	Up to 1000cc	1001 to 1500cc	Over 1500cc
Up to 3,500 miles	37.4p	47.3p	58.3 p
thereafter	17.8p	20.1p	22.6p

Motor Cycles

Engine Capacity	125cc or less	Over 125cc	
Up to 5,000 miles	17.8p	27.8p	
thereafter	6.7p	9.9p	

Pedal Cycles - 15p per mile

Passenger Allowances – 5p per mile per passenger (employees only)

Heavy or Bulky Equipment

Where, at the requirement of the employer, an employee carries heavy or bulky equipment in a private car (not lease or pool cars) an allowance at half the passenger rate shall be paid for journeys on which the equipment is carried provided that either:-

- the equipment exceeds a weight which could reasonably be carried by hand;
- the equipment cannot be carried in the boot of the car and is so bulky as to reduce the seating capacity of the vehicle

Excess Travel

Employees who are required to change their base as a result of relocation or their acceptance of another post as an alternative to redundancy may be reimbursed their extra daily travelling expenses for a period of 4 years. The excess may be the additional cost of bus or rail fares or if travelling by car the additional miles necessarily travelled payable at the public transport rate. Additional travel time arising is not provided

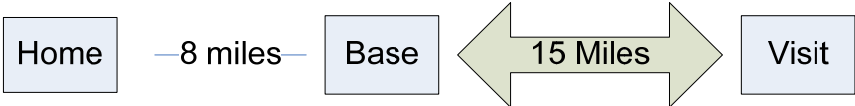
A copy of the Excess Travel Authorisation Form is attached for information.

Completion of Travel Claims

A copy of the travel claim form is attached. (Excess mileage should be claimed on the same form.)

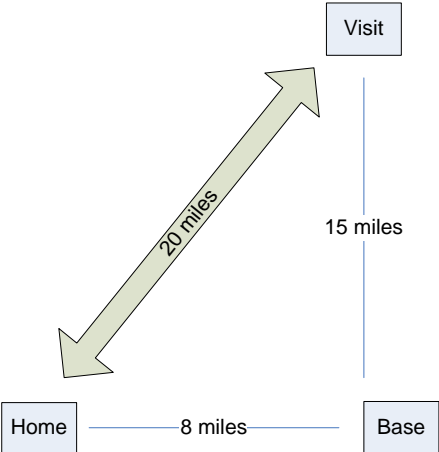
When submitting a travel claim it is important to understand the level of detail required and to understand why this is requested. In particular the difference between Actual and Payable Business miles.

- Actual Business Mileage takes account of the Inland Revenue rules and identifies the mileages where tax relief is provided.
- Payable Mileage is the level of reimbursement provided within the terms and conditions of employment



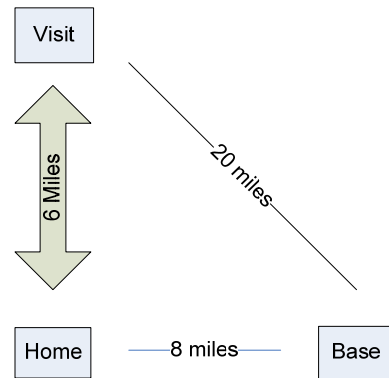
In the above example the Actual Business Mileage is (2*15) 30 miles and the payable is also 30 miles

The following example show an employee starting and finishing their journey at home



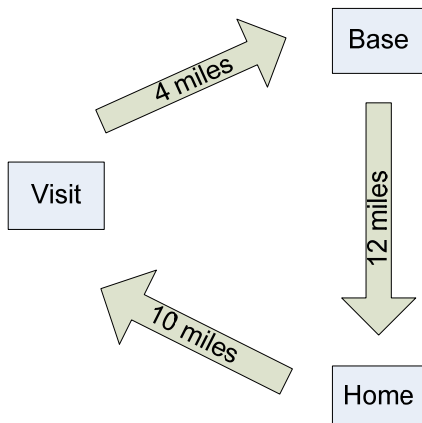
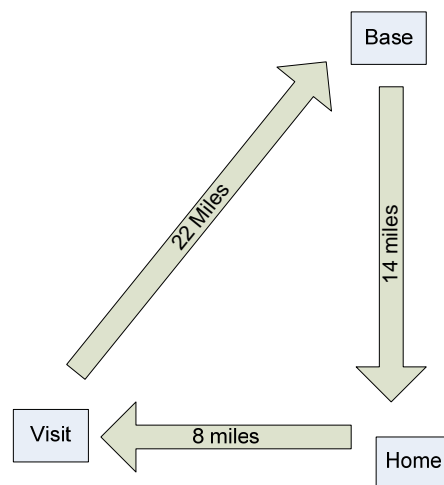
In this example the Actual Business Mileage travelled is (2*20) 40 miles. However, the normal 'Home to Base' mileage must always be excluded so the Payable Mileage is 40 - 16 = 24

In the second example the Actual Business Mileage would be (2×6) 12 but the Payable Mileage would be nil as the mileage travelled is less than the normal home to base



It is quite common for staff to undertake a visit before or after attending their normal place of work.

In this example the Actual Business Mileage is the 'Home to Visit to Base' so 30 miles.
The Payable Miles are 30 less one home to base of 14 miles so $30 - 14 = 16$

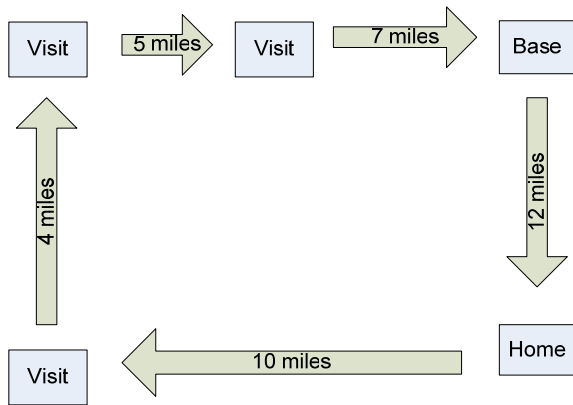


This example again reflects the differences

Actual Mileage = 14
Payable Mileage = 2

Journeys between Home and Base or place visited are limited to the distance which would have been travelled if the journey had started and finished at the base OR the distance actually travelled if less. But it is the employee's responsibility to pay for their normal home to base mileage so this should always be accounted for prior to making any claim.

Multiple Visits

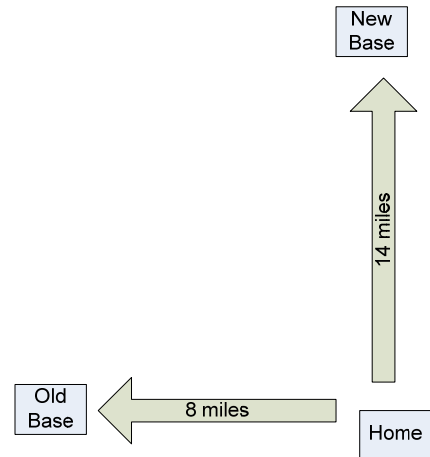


The same approach applies. In this example the Actual Mileage = 10 + 4 + 5 + 7 so 26

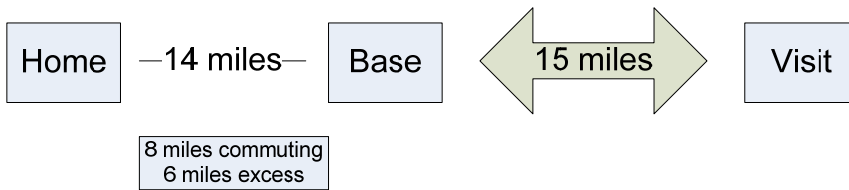
The Payable Mileage would be 26 – 12 so 14 miles

Excess Travel

As indicated above excess travel on this example would be 6 miles each way

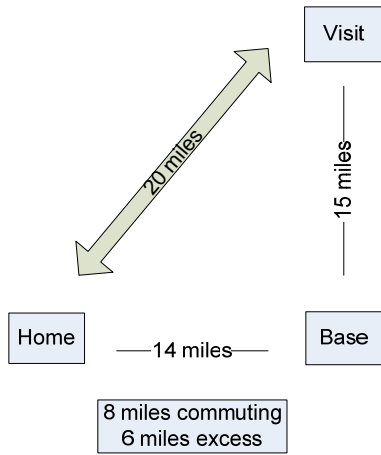


But how does this affect other journeys



In the above example the Actual Business Mileage is (2*15) 30 miles and the payable is also 30 miles

Additionally (2 * 6) 12 excess miles are payable at public transport rate

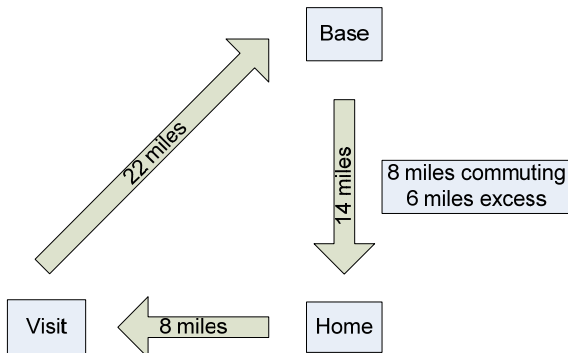
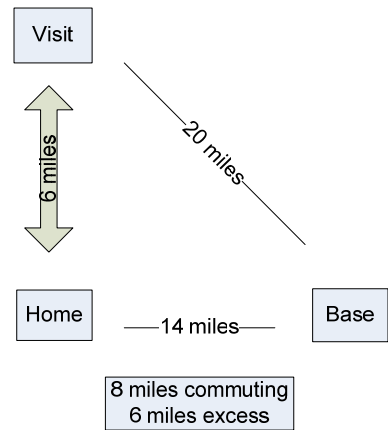


In this example the Actual Business Mileage travelled is (2×20) 40 miles and the Payable Mileage would be 40 - 28 home to base miles so 12

Excess miles would also be due

In the second example the Actual Business Mileage would be (2×6) 12 and the Payable Mileage would be nil as the overall distance travelled is less than the normal home to base.

No Excess miles would be payable



In this example the Actual Business Mileage is the 'Home to Visit to Base' so 30 miles. The Payable Miles are 30 - 14 so 16 miles

12 miles excess travel will be payable

Gloucestershire Finance Shared Service

TRAVEL & EXPENSES CLAIM (Must be submitted monthly and in the financial year to which the claim relates)

NB: All fields in the sections below MUST be completed on EVERY claim form. Failure to do so may result in the claim form being returned, and a delay in your claim being paid.

PLEASE COMPLETE IN RED IF THERE ARE ANY CHANGES TO YOUR PERSONAL OR VEHICLE DETAILS BELOW.

NAME OF TRUST: _____

PAY NO/ASSIGNMENT NO: _____ PAID WEEKLY OR MONTHLY: _____
(From your pay advice)

SURNAME: _____ INITIALS: _____ TITLE: _____

HOME ADDRESS: _____

_____ MONTH OF CLAIM: _____

BASE: _____ DEPARTMENT: _____ JOB TITLE: _____

VEHICLE REG. NO: _____ TYPE OF VEHICLE: OWN CAR
 LEASE CAR
 MOTORCYCLE
 BICYCLE

MAKE/MODEL & CC OF VEHICLE: _____

PETROL OR DIESEL: _____ INSURANCE COMPANY: _____

CLAIM SUMMARY:

FOR LEASE CARS ONLY: MILEOMETER READING AS AT LAST CLAIM: _____
 AS AT THIS CLAIM: _____

		£	p
LEASE VEHICLE: _____	PAYABLE MILES @ _____ PER MILE	_____	_____
LUMP SUM ALLOWANCE <small>(Regular Use Only)</small> _____		_____	_____
OWN VEHICLE: Full Rate _____	PAYABLE MILES @ _____ PER MILE	_____	_____
Public Transport Rate _____	PAYABLE MILES @ _____ PER MILE	_____	_____
Total Passenger Miles _____	PAYABLE MILES @ _____ PER MILE	_____	_____

PLEASE STAPLE RECEIPTS TO CLAIM FOR THE FOLLOWING:

FARES, FEES, TOLLS ETC _____

SUBSISTENCE _____

POSTAGE _____

OTHER EXPENSES _____

COURSE EXPENSES. PLEASE ATTACH VOUCHERS / RECEIPT TOTAL CLAIMED £ _____

I DECLARE THAT:

f) The travel expenses and/or subsistence allowances claimed are in accordance with the provisions of the Trust's Terms and Conditions of employment and are in respect of expenses necessarily and solely incurred whilst engaged in the services of the Trust.

ii) Where a claim for car mileage in my private vehicle has been made (a) Travel by Public Transport was not appropriate and (b) The vehicle has a current Road Fund Licence and is in a roadworthy condition complying with Road Traffic Acts (c) A valid third party insurance policy (including cover against risk of injury or death of passengers and damage to property) in respect of the vehicle was held for the period of the claim (d) A policy will continue to be maintained while the car is used by me and will cover the use of the car on official business (e) I have confirmed with my insurance company that I am fully insured for Business use.

iii) Where a claim for day subsistence allowance has been made I CERTIFY THAT it was necessary to spend more on meals than is incurred when I am at my regular place of employment and that if the rate for over 10 hours is claimed two meals were in fact necessarily taken while I was away from home or base.

iv) I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the journeys and expenses detailed on this travel claim. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Trust and NHS Counter Fraud and Security Management Service for the purpose and verification of this claim and the investigation, prevention, detection and prosecution of fraud.

Claimant's Signature _____ Date _____

I certify to the best of my knowledge and belief the claimant was engaged on the service or business stated on the date(s) shown overleaf and that the amounts claimed are in accordance with the rules approved by the Trust.

Certifying Officer's Signature _____ Designation _____ Contact No. _____

Certifying Officer's Name in Capitals _____ Date _____

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Cost Centres (If Change Required Only)

EXCESS TRAVELLING EXPENSES

This form is to be used in conjunction with Trust Guidance and the Terms and Conditions of Employment Handbook and provides for excess mileage costs to be met for four years. Excess mileage will be paid at the current public transport rate.

Full Name:		Payroll No:	
Home Address:			
Former Base:			
New Base:			
Effective Date of Change:	Permanent / Temporary		
If temporary, what is the expected end date?			
Reason for change (briefly):			

Own/Lease Car Drivers

Return mileage from home to old base:	
Return mileage from home to new base:	
Excess mileage claimed:	

Public Transport Users

Return journey fare to old base:	
Return journey fare to new base:	
Excess claimed:	

Signed (employee)		Date:	
Signed (manager)		Date:	
Signed (HR)		Date:	

Once authorised please return this form to Staff Payments, Paymaster Services, Victoria Warehouse, The Docks, Gloucester, GL1 2EL